

## VINTAGE DAYS COORDINATOR ROLES & RESPONSIBILITIES

1. Attend weekly committee meetings held during both fall and spring semesters
2. Help promote Vintage Days celebration.
3. Recruit students and organize sub-committees.
4. Provide progress reports at all meetings.
5. Meet with assigned advisor and Student Director/Assistant Director on a regular schedule.
6. Complete at least one office hour per week.
7. Attend retreats and social activities planned by Student Director/Assistant Director
8. Attend all events during Vintage Days weekend.

### **Benefits of being part of Vintage Days:**

1. Develop leadership and hands-on event planning skills to further personal growth.
2. Develop communication, networking, and promotional skills to successfully plan and execute a large annual event.
3. Work as a cohesive team with other students and advisors to create a diverse event.
4. A chance to carry on tradition by making a difference to your community, your school, and, most of all, to YOURSELF.
5. Can apply for Vintage Days scholarships to be awarded at end of year banquet.
6. Work closely with others to make a diverse event.

### **Coordinator Positions**

#### **\*Boomtown Carnival Coordinator\***

Responsible for promoting, organizing and encouraging campus organizations to participate and make money in a carnival atmosphere through unique gaming activities or food items. Organize booth lottery process for selecting student organizations. Enforces rules and regulations regarding booth spaces and construction, and establishes food and game booth judging criteria. *Helpful personality traits include:* people person, authoritative, and connected to student club & organization community.

#### **\*Concert Coordinator\***

Responsible for scheduling local bands/entertainment at Concerts stages and arranging all load-in/out operations, sound, and hospitality. Responsible for any other concert productions during Vintage Days, including major artists or competitions (i.e., Battle of the Bands). *Helpful personality traits include:* event planning interest, experience in networking and scheduling entertainment, open mindedness, appreciation for all types of music.

#### **Crafts Faire Coordinator**

Responsible for organizing and promoting the Crafts Faire. Recruits vendors and juries their applications to determine which crafts are handmade. Measures and creates layout for Crafts Faire. Enforces rules and regulations for booth size and determines layout of faire. Maintains contact with crafters during Vintage Days weekend and helps manage hospitality for volunteers. *Helpful personality traits include:* decisiveness, space planning interest, good communication skills.

#### **\*Development Coordinator\***

Responsible for developing community contacts and soliciting donations from local and national sponsors. Works with the Public Relations and Marketing Coordinators to determine ad spaces in the Vintage Press. Contacts local businesses to sponsor other items as determined. Coordinator also has the responsibility of working with each committee and soliciting donations and sponsorships for their events. *Helpful personality traits include:* organized, fundraising experience, influential, negotiation skills, and phone etiquette

#### **\*Kid's Zone Coordinator\***

Responsible for organizing Kid's Zone area and providing suitable crafts and activities for a wide age range of children. *Helpful personality traits include:* enjoys working with children, patience, lots of energy, delegation skills

#### **Marketing Coordinator**

Responsible for artwork and printing of posters, flyers, and banners and balloons, including advertising in campus and local media. Responsible for the advertising (w/Development Coordinator, layout, editing, and printing of the Vintage Press (Vintage Days magazine insert). Helps to promote Vintage Days to the campus community, with events leading up to Vintage Days. Works closely with Public Relations Coordinator. *Helpful personality traits include:* creativity, outgoing, computer savvy, interest in networking, enjoys designing layouts, writing and communication skills, and flexible schedule.

#### **Public Relations Coordinator**

Responsible for creating and editing public service announcements and press releases. Works closely with campus and local media outlets, and serves as Vintage Days representative in all public relations matters. Helps to promote Vintage Days to the campus community with events leading up to Vintage Days. Works closely with the Marketing Coordinator. *Helpful personality traits include:* creativity, outgoing personality, interest in networking, people person, communication skills, and flexible schedule.

#### **\*Special Events Coordinator\***

Responsible for presenting an Opening and Award (closing) Ceremony for Vintage Days. Responsible for coordinating and integrating special events as applicable to the current theme that may take place during Vintage Days. *Helpful personality traits have been identified as:* event planning interest, goal oriented, creative

#### **\*Co-Coordinator position\***